MEMORANDUM

To: Members of the Executive Cabinet

From: George Bakolia

Subject: Announcement of New Statewide Project: Application Portfolio Management

Date: January 9, 2006

I am pleased to announce a new statewide project to improve the information known about the state's software applications that enable the delivery of services to citizens, other governments and businesses. The purpose of this memorandum is to provide you with additional information regarding this initiative and to ask for your department's **active** involvement.

This project is a response to a directive from the General Assembly to complete an inventory of the state's computer applications and determine their status, both technically and functionally. Working with your staffs and outside experts, ITS analyzed the state's applications and presented a report to the General Assembly in March 2005. State law requires this report to be updated every two years.

During preparation of the initial report, I promised the agencies that the work they were doing would not be lost but would be used to begin an on-going initiative. While "behind the scenes" work with agency involvement to design the system has been underway for several months, the Application Portfolio Management initiative will have its official kickoff this month. The goal is to develop a process so that the information about your agency's systems can be used by you and your staff for better planning, budgeting, decision making and management.

ITS, using funds from the Information Technology Fund, will provide training, software licenses, and support for all agencies. Your department is expected to dedicate staff time to attend the training, update the information on your application software, perform assessments and develop action plans. The amount of time required will be dependent on the number of applications that your department has and the number of staff that are involved. More detailed information about department requirements is included in a companion memo being sent to your departmental CIO's and CFO's.

I am very excited about this initiative and will be pleased to speak to you individually about the process and your agency's involvement if you wish. If you have any questions about this project, please call me at 981-2680. Thank you.